



For Office Use

Date received: _____
Time received: _____
Initials: _____

Rental Request Form

Organization: _____

Contact Name: _____

Date of Birth: _____ Gender: F or M

Address: _____

City/State/Zip code: _____

Phone: (H) _____ (W) _____

Email Address: _____

Requested Area *(please check all that apply)* _____ # Expected Guests

_____ Oella Room (includes the Yates Terrace)

_____ Caplan Room

_____ Rockwell Room

_____ Yates Terrace

_____ Indoor Athletic Court (the full gymnasium is two athletic courts)

Rental Event Description: _____

Date Requested: _____ Alternate Date: _____

Event Time: _____

(Event time includes your set up and clean up time)

PLEASE NOTE: Please note this is just a request form. A Roger Carter Community Center or Recreation and Parks staff member will contact you within 3 business days after checking availability.

501C3 form required for Non-Profit Organizations seeking non-profit fee rates.